


RESUME PREPARATION GUIDE



JOB INFORMATION KIT

FOR

POSITIONS IN THE PACIFIC REGION



Version 4.2

5 April 2002

Supersedes all previous versions

TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
1. Summary of Changes.....	3
2. Job Information Kit.....	4
3. Preparing Your Resume.....	5-6
Resume Format – Step 1.....	7-11
Sample Resume.....	12-14
4. Self-Nomination Procedures – Step 2.....	15
Self-Nomination Form	16
Sample Self-Nomination Form.....	17
5. General information and helpful hints.....	18
6. How to submit.....	18
7. Standard On-Line Applicant Response System – SOARS.....	18
8. Common Mistakes to Avoid.....	19
9. Resume Checklist.....	20
10. APPENDIX – Definitions for the General Supplemental Data.....	21-26

SUMMARY OF CHANGES

The following changes have been made to the Pacific Region's Job Information Kit to come in-line with changes made to the Department of the Army's Resume Builder on the Army Civilian Personnel On-Line Home Page which were effective 5 February 2002.

The Job Information Kit has been revised for applicants to apply with step-by-step instructions. First step includes preparing the resume with the appropriate General Supplemental Data, and the second step represents the self-nomination to a specific vacancy.

The kit includes a matrix of:

- ✓ Do's and Don'ts that applies to both surface mailed resumes and emailed resumes;
 - ✓ Resume samples, samples of the supplemental and self-nomination format;
 - ✓ Definitions of the General Supplemental Data information (Appendix A);
 - ✓ A "Common Mistakes to Avoid" list and;
 - ✓ A checklist to assist the applicant in submitting a "machine readable" and "scannable" resumes.
- The format of the resume is a replica of what is on the Department of Army's Resume builder;
 - An applicant must submit a self-nomination in order to be considered for a vacancy. This may either be done as an email message or by surface mail. The format is included in this kit;

The changes below are the Pacific Region' requirements:

- Each time an applicant has been selected for a new position through RESUMIX, they are encouraged to submit a new resume before applying for a new vacancy
- If a resume is rejected for exceeding three pages, non-scannable, non-readable, format, etc., it must be submitted on or before the closing date of the vacancy announcement or postmarked (for surface mail) before the closing date of the vacancy announcement in order to be considered. Failure to do so will cause an applicant to not be eligible for consideration;
- Permanent civilian employees serviced by the Pacific Region will not be required to submit General Supplemental Data; non-serviced applicants are required to submit and complete **the General Supplemental Data. For positions located in Japan and Okinawa applicants should also complete the lower portion of the General Supplemental Data.**

JOB INFORMATION KIT



The Pacific Region Civilian Personnel Operations Center (CPOC) uses an automated system to process resumes for referral. The software used is a commercial product called RESUMIX. RESUMIX uses advanced scanning, optical character recognition (OCR) and imaging technologies to capture an exact electronic image of a resume or process electronically mailed resumes.

Applying for job vacancies within the Pacific Region is a two-step process. This process includes submitting your initial resume and then submitting a self-nomination for a specific job vacancy. Preparing a resume is relatively easy. The key is to focus on format, content and the following procedures. This kit contains all the information you need to successfully complete your resume. Only resumes will be accepted. The SF-171 and OF-612 will no longer be accepted.

By reading the instructions listed on the following pages you will increase your success in preparing and submitting a “machine readable” and “scannable” resume.

EXCEPTIONS TO RESUMIX PROCEDURES

RESUMIX WILL NOT be used to fill positions announced by the Delegated Examining Unit (DEU), Career Program positions at mandatory DA Career Referral Levels, or attorney positions.

ARMY'S VACANCY ANNOUNCEMENT BOARD

***REMINDER** All vacancy announcements found on the Army's Vacancy Announcement Board on Army Civilian Personnel On-Line (CPOL) Home Page will “drop-off” at 2400 hours Eastern Standard Time (EST) on the closing date of the vacancy announcement regardless of where the position is geographically located.

PREPARING YOUR RESUME

STEP 1

How the automated system works: The computer “reads” your resume and identifies information such as your name, address, education, and your skills from your employment history description. **It is a Personnel Staffing Specialist that determines if the applicants’ experience and education meets the legal regulatory requirements of the vacancy.**

Since we are using an automated system that scans your hardcopy resume, it is important that your resume is “machine readable” or “scannable”. To maximize the computer’s ability to read your resume, provide a clean typed, spell-checked original on 8.5” x 11” white bond paper. **Better yet, use e-mail to submit your resume and avoid the scanning process altogether.**

The following matrix applies to both surface mail and e-mailed resumes. If you do not follow the instructions below, your resume will be rejected and you will likely lose consideration.

- Limit your resume to **three** pages. Resumes **more than three pages will not be accepted.**

Do's	Don'ts
DO complete and submit the General Supplemental Data sheet as page four to your resume if you are not a permanent federal employee serviced by the Pacific Civilian Personnel Operations Center	DO NOT submit resumes as an attachment to your email message.
DO include your name and social security number at the top of each page of your resume	DO NOT use vertical lines, horizontal lines, graphics and boxes, or pictures
DO use a minimum margin of 1 inch on all sides of your printed resume	DO NOT use fancy formatting such as <i>italics</i> , underlining or shadows
DO use plain type fonts. Helvetica or Arial scan well; however, you may use Courier or Times New Roman. We have found Courier 12 produces the best result	DO NOT use acronyms or abbreviations, other than to describe type of systems used
DO use a font size of 10 to 14 points	DO NOT send BOTH e-mail and surface mail copies
DO use all capital letters for section headings	DO NOT submit any documentation NOT specifically required or requested
DO be specific when naming the computer software, types of equipment, etc., with which you have had experience	DO NOT use two-column format or resumes that look like newspapers
DO describe your experience with specific words rather than vague generalizations	DO NOT condense spacing between letters
DO proofread and spell-check your resume	DO NOT EXPECT YOUR RESUME OR ANY DOCUMENTS SUBMITTED TO BE RETURNED.
DO keep an e-mail or hard copy of your completed resume. Your resume will not be sent back to you once our office has received it.	

Additional instructions for resumes being prepared for submission by surface mail:

- **TYPE** with black ink on 8.5" X 11" white bond paper, **PRINTED ON ONE SIDE ONLY**

DO TYPE your resume or use a word processor to ensure it is clear and legible. HAND-WRITTEN resumes will neither be accepted nor returned.	DO NOT staple, fold, bind, or punch holes in your resume
DO provide a typewritten or laser quality printed original. Do not use a dot matrix printer, bubble jet printer, or low quality copies.	DO NOT use dot matrix printer or low quality copies
DO submit a General Supplemental Data page if you are not presently employed with the Dept of Army, Pacific region.	DO NOT submit faxed copies
DO submit a separate page for your self-nomination.	DO NOT submit your resume on colored paper

- The above tips and guidance are based on the requirements of the automated system and the equipment being utilized to process an electronic resume.
- Once your resume is received and scanned into the automated referral system, you will receive a notification stating that your resume was received or rejected based on not complying with the above tips and guidance.
- Falsification of your resume could result in termination of Federal employment, and may be punishable by fines or imprisonment.

Resume information will be limited to three pages. The fourth page is only to be used for submitting General Supplemental Data.

WHEN TO SUBMIT RESUMES/CHANGES

UPDATED RESUME

An updated resume may be submitted at any time, however it will replace the resume currently in the system. Only one resume (the latest submission) can be in the system at any one time. **Updates change anything in your skills or work experience blocks.**

NOTE: You are encouraged to submit a new resume each time you have been **selected** for a new position through RESUMIX. **This may be due to promotion, change to lower grade, reassignment, etc.**

Resume Format - Step 1 - Page 1

Name: First Middle Initial Last

SSN: XXXXXXXXXX

Mailing Address:

Street, Apt No.

City, State Zip Code-(plus four)

Home Telephone:

Work Commercial Telephone:

Work DSN Telephone:

e-mail Address:

Typing words per minute:

Steno words per minutes:

EMPLOYMENT HISTORY

Please fill in the name of your employer, your job title, the dates you worked (month/year format), and a brief description of your job responsibilities. Begin with your most recent employment and list paid and/or volunteer experience. List only those relevant to the kinds of positions you wish to be considered. Fill in at least one.

May we contact your current Supervisor? Yes/No If No, and we need to contact your current supervisor before making an offer, we will contact you first.

If experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade

(1) Employer: (If Federal civil service, please list agency, e.g. Dept of Army, Dept of Navy, Air Force, etc.)

City/APO: State: Zip: (9-digit)

Supervisor Name:

Phone Number:

My: Job Title:

Pay Plan: Series: Grade/Rank:

From: (Format: MM/YYYY) To: (Format: MM/YYYY or
may enter present)

Hours Per Week:

Description of Duties / Accomplishments:

All major tasks

Any systems you worked with or on

Any software programs you have used
Any special tools and equipment used
Any special programs managed
Any other job-related information you wish to include

EDUCATION

Give your highest level of education. If degree completed (e.g., AA, BA, MA) list your major field of study, name of college or university, year degree awarded and your Grade Point Average (GPA). If your highest level of education was high school, list either the highest grade completed, year you graduated, or the date you were awarded your GED.

(1) High School:

Name:

Year of Graduation:

Year GED obtained:

(2) School:

Name:

Major:

Degree:

Year of Graduation:

GPA:

Total Credit Hours Earned: Per semester: Per Quarter:

(3) School:

Name:

Major:

Degree:

Year of Graduation:

GPA:

Total Credit Hours Earned: Per semester: Per Quarter:

(4) School:

Name:

Major:

Degree:

Year of Graduation:

GPA:

Total Credit Hours Earned: Per semester: Per Quarter:

Additional Information

Use this area for any additional information you may wish to include on your Resume. (Keep in mind your resume can not exceed the three page limit.)

SPECIALIZED TRAINING: List any training courses that you have completed and consider valuable and relevant to your career goals. Include dates (MM/YYY format), title, length of training and training provider.

LICENSES/CERTIFICATES: List CURRENT professional licenses and certificates. Provide date and place certified.

AWARDS: List any honors, awards, and special accomplishments achieved. Give dates,

OTHER INFORMATION: List any other information (e.g. publications, language proficiencies, memberships in professional/honor societies, leadership activities, public speaking.)

GENERAL SUPPLEMENTAL DATA AREA

- Name
- Social Security Number
- Are you a citizen of the United States? Yes/No
- Current Permanent Civilian Federal Employee?
- Highest civilian permanent pay plan: _____ and grade: _____
Held (See APPENDIX for definitions).
Previous/Current Civilian Federal Employees only must indicate dates at highest grade.
From: (Format: MM/YYYY)
To: (Format: MM/YYYY)
- If you are currently a Civilian Federal employee, please give the date of your last appraisal: (Format: MM/DD/YYYY)
- Was this appraisal fully satisfactory or better? Yes/No
- Period of Military Service, for military or prior military member:
From: (Format: MM/DD/YYYY)
To: (Format: MM/DD/YYYY)
- Retired Military? Yes/No
- Date of Retirement: (Format: MM/DD/YYYY)
- Claiming veterans' preference? Yes/No
- Preference Type (See APPENDIX for definitions)
- If you have been awarded a Campaign Badge/Expeditionary Medal:
Check all that apply:
 - ☐ El Salvador
 - ☐ Grenada
 - ☐ Panama
 - ☐ Southwest Asia
 - ☐ Somalia
 - ☐ Haiti
 - ☐ Bosnia/Herzegovina
 - ☐ Other Specific badge:

- If you are a male applicant born after 12-31-59 have you completed the Selective Service Registration? Yes/No
- Please indicate your Employment Category(ies)
Check all that apply (See APPENDIX for definitions):
 - ☐ In-service eligible
 - ☐ In-service (Other Army) eligible
 - ☐ 30 percent Disabled Veteran
 - ☐ VRA eligible
 - ☐ VEOA eligible
 - ☐ EO 12721 eligible
 - ☐ Transfer eligible
 - ☐ Reinstatement eligible
 - ☐ ICTAP eligible
 - ☐ Individual with Disabilities eligible
 - ☐ CIPMS eligible
 - ☐ NAF Interchange eligible
 - ☐ Other Interchange Agreement Identify
 - ☐ Outstanding Scholar eligible
 - ☐ Non Status Eligible
- Have you ever received a government separation incentive?
Yes/No
If yes, please provide the date of that separation:
(Format: MM/DD/YYYY)
- Date of Birth: (Format: MM/DD/YYYY)
 - Male/Female (OPTIONAL-Statistical Information Only)
 - Race and National Origin (OPTIONAL-Statistical Information Only)

AND IF YOU ARE APPLYING FOR JAPAN/OKINAWA POSITIONS, PLEASE ANSWER THE FOLLOWING:

1. Preference claimed: Military Spouse, Family Member, Veteran
2. Sponsor's Name, ... Relationship:
3. Sponsor's military rank or Civilian Grade
4. Sponsor's organization, duty station, and telephone number
5. Does your sponsor have a transportation agreement?
6. Were you married to your sponsor before you both began

travel to this duty station?

7. What is your expected departure date from this duty station?

8. Are you retired military?

9. Date of military retirement:

10. Specify all dates of military service:

11. Latest government employment: (Include both appropriated fund and non-appropriated fund (NAF) employment, including employment with post and base exchanges.)

Beginning Date:

Ending Date:

Job Title:

Pay Plan: Series: Grade:

Was this employment

Permanent?

Temporary Not to Exceed 1 year?

Temporary for less than one year?

12. Race/Origin code (Optional-Statistical Information)

SAMPLE RESUME - Page 1

JOHN Q. JONES

SSN: 123456789

987 Main Blvd.
Anchorage, AK 99302-1234

Home Telephone: 907-345-1234
Work Telephone: 907-384-0123

Myresume@aol.com

Typing words per minute: 00 Steno words per minute:
00

EMPLOYMENT HISTORY

May we contact your current Supervisor? Yes

Jun 95 to Feb 97, 40 hrs per week, Material Handler, WG-6907-05, \$17.20 PH, Dept of Army, Public Works, Ft. Richardson, AK 99505, Major Johnson, 907-384-0222.

I receive, label, test, store and assemble for shipment and turn-in a variety of hazardous waste/material generated by various activities on the installation in accordance with regulations. Use a computer database to obtain material safety data sheet information to determine requirements for material storage and disposal. Inspect motor pools and other areas on the post ensuring amounts of hazardous materials to not exceed EPA standards. Operate a forklift with 3,000 pounds capability to stack, load/unload material in storage area. Occasionally operate larger, rough terrain forklift. Transport materials on flatbed truck.

Jan 94 to Jun 95, 40 hours per week, Warehouseman, Forklift Operator, WG-05, \$16.23 PH, Dept of Army, Troop Issue Subsistence Activity, Ft. Wainwright, AK 99703, Henry Miller, 907-353-0123. Received and issue subsistence supplies, performed storage and warehousing of subsistence supplies applying proper methods and techniques. Prepared shipment of Class 1 supplies. Conducted inventories on a monthly and quarterly basis. Operated 2,000 through 6,000-pound forklifts. Operated military vehicles and 4-1/2 ton trucks with trailer. Maintained and posted inventories and receipts of subsistence items using DA Form 3292. Worked as accounting

technician maintaining all dining facility account cards, placing orders for milk and bread. Prepared documents for finance and accounting. Maintained charge sales accounts. Set up filing system utilizing the TAFFS and monitored contracts.

SAMPLE RESUME - Page 2/Page 3

JOHN Q. JONES

SSN: 123456789

Sep 91 to Jan 94, 40 hrs p/wk, Medical Supply Sgt, SSG/E-6, US Army, 506th Medical Detachment, Ft. Benning, GA, Cpt Smith, 770-555-2345. Supervised requisitioning, receipt and inventory management of medical warehouse, Watson Hospital. Issued medical supplies to other units and the hospital. Insured proper supply management. Maintained stock accounting records for narcotics and controlled substances stored in security areas. Conducted inspections, packaging and shipping procedures. Maintained document registers, due-in and due-out files on all supply items obtained through local purchase.

EDUCATION:

High School Diploma, 1980, Wasilla High School, Wasilla, AK; some college courses, Ohio University

SPECIALIZED TRAINING:

Forklift Operations, Ft. Richardson, AK 06/1997

Inventory and Supply, Ft. Richardson, AK 05/1995

SAMPLE RESUME - Page 4

The 4th Page is only to be used for submitting General Supplemental Data

GENERAL SUPPLEMENTAL DATA AREA

NAME: JOHN Q. JONES

SSN: 123456789

Citizen of the United States: Yes

Current Permanent Civilian Federal Employee? Yes

Highest Federal civilian grade held on a permanent appointment (Used primarily for determining time-in-grade).

Pay plan: WG and Grade: 05

Dates highest grade held (format: MM/DD/YYYY):

From: 01/94 To: Present

If you are currently a Federal civilian employee, please give the date of your last appraisal (format:

MM/DD/YYYY): 10/31/1999

Was this appraisal fully satisfactory or better? Yes

Period of Military Service (format: MM/DD/YYYY):

FROM: 05/02/1975 TO: 06/19/1995

Retired military: Yes

Date of Retirement (format: MM/DD/YYYY): 06/19/1995

Claiming veteran's preference? Yes

Reference Type: 5 point

List awarded Campaign Badge/Expeditionary Medal(s): Vietnam Service Medal

If you are a male applicant born after 12-31-59 have you completed the Selective Service Registration? N/A

List all special appointing authority that apply: VRA, VEOA 1998, in-service eligible

Have you ever received a government separation incentive? No

If yes, please provide the date of that separation (format: MM/DD/YYYY):

Date of Birth (format: MM/DD/YYYY): 11/13/1946

Male/Female (Optional-Statistical Information):

Race and National Origin (Optional-Statistical Information);

STEP 2

Self Nomination Procedures

Remember: You only need to submit your resume one time! Once it is in our database you can use the simple Self-Nomination process to request consideration for open vacancy announcements.

Resume on File

If you have a resume on file with the Pacific Region CPOC, simply self-nominate by indicating your interest in consideration for an open announcement via e-mail to: resume@cpocpac.army.mil, **with the subject line as follows:** Subject: “**Self Nomination + VACANCY ANNOUNCEMENT NUMBER**” (Self Nomination53FC00XXX.) In the body of the e-mail or by surface mail, use the format outlined in the “Self-Nomination Form – Step 2” that follows.

Initial Resume Submission

If you do not have a resume already on file with the Pacific Region and wish to apply for a specific vacancy, you must **first** submit a resume and then **second**, submit a self-nomination to indicate your interest in consideration for an open announcement. **Do not** put the announcement number in the body of the resume. If you are submitting your initial resume by surface mail you may include the self-nomination format on a separate page in the envelope with your resume.

Self-Nomination Form - Step 2

Name: (First | Middle | Last) (Separate each name with a space):

Phone Number:

Home:

Work:

Social Security Number:

Your e-mail Address:

Announcement Number:

Position Title:

Pay Plan: Series: Grade:

Typing Speed: WPM Steno Dictation Speed: WPM

Positive Education Requirement or Screen-out element for the position (complete for positions that require positive education or have a screen-out element identified. See Vacancy Announcement for particular requirements):

Complete only if the vacancy announcement contains multiple positions, grades and/or locations.

Lowest Grade Acceptable:

Check the work schedule you are willing to accept:

Full-time

Part-time

Intermittent

Shift Work

Are you willing to accept a temporary appointment?

Yes

No

Occupational Specialty Codes or Series:

Sample - Self-Nomination Form

Name: John Q. Jones

Phone Number:

Home: 907-345-1234

Work: 907-384-0123

Social Security Number: 123456789

Your email Address: Myresume@aol.com

Announcement Number: TEST01

Position Title: Lead Material Handler

Pay Plan: WG Series: 6907 Grade: 07

Typing Speed: WPM Steno Dictation Speed: WPM

Complete only if the vacancy announcement contains multiple positions, grades and/or locations.

Lowest Grade Acceptable:

Check the work schedule you are willing to accept:

Full-time

Part-time

Intermittent

Shift Work

Are you willing to accept a temporary appointment?

Yes

No

Occupational Specialty Codes or Series:

General information and helpful hints:

The Army's Civilian Personnel On-Line (CPOL) page on the Internet (<http://cpol.army.mil>) gives civilian job seekers easy access to Army's employment opportunities. Users of CPOL can view vacancy announcements and apply on-line using the DA Resume Builder, or if they already have a current resume on file at the Region where the vacancy exists, can submit a simple Self-Nomination.

For ideas on where you might obtain Internet access, resume preparation, or typing services, contact your state employment service, local schools, colleges, universities, public libraries, or look in the telephone book under Data Processing Services, Typing Services, etc. Newspapers often list these services in the classified section. Military bases often have employment assistance programs. Some communities have special employment assistance programs for veterans.

What to submit when applying:

A properly prepared resume to include the General Supplemental Data if you are an external applicant.

A properly prepared self-nomination

Any other documentation specifically required by the **vacancy announcement or advertisement**.

How to submit:

By e-mail -

- To e-mail your resume, put the resume text directly in the message area/body of the e-mail. Do not insert it as an attachment. You must type RESUME in the subject line of your e-mail.
- ***Resumes sent as e-mail attachments cannot be accepted and will be returned.***
Please simply copy and paste your resume directly into the body of the e-mail message.
- E-mail it to: resume@cpocpac.army.mil.

NOTE: Do not use this e-mail address for anything other than resume or self-nomination submission

By surface/air-mail, mail completed resume to

Civilian Personnel Operations Center
Pacific Region
Attn.: APPE-CP-OC-PS (RESUMIX)
Bldg. 56, 600 Richardson Drive #6700
Fort Richardson, AK 99505-6700

Falsification of your resume could result in termination of Federal employment, and may be punishable by fine or imprisonment.

Resumes that are incomplete, unscannable, or handwritten will not be considered.

STANDARD ON-LINE APPLICANT RESPONSE SYSTEM--SOARS

You may check on the status of your self-nomination and view your most current resume by accessing STANDARD ON-LINE APPLICANT RESPONSE SYSTEM (SOARS) through the Pacific Region Home Page at <http://pacific-cpoc.ak.pac.army.mil/index.htm>. SOARS is the method the Pacific Region uses to notify candidates of the status of their self-nominations. Within seven (7) work days of receiving your receipt acknowledgment you can access SOARS for the latest information on the status of your self-nomination and view the latest resume you have on file in our RESUMIX database.

COMMON MISTAKES TO AVOID

- Not reading the job vacancy announcement and the Job Information Kit carefully and completely.
- Resumes submitted as attachments.
- Submitting self-nomination as attachment.
- Resumes prepared using bullets, improper bolding, italics, or other artistic formatting or fonts.
- Misspelled words.
- Resumes containing vacancy announcement numbers submitted in place of a legitimate self-nomination.
- Not submitting a self-nomination.
- Resumes not in correct format.
- Unclear print, usually from ink jet or dot matrix printers.
- Application forms sent in place of a legitimate resumes.
- Missing, incomplete, or incorrect supplemental data.
- Submitting resumes for positions announced by the Delegated Examining Unit (DEU), Career Program positions at mandatory DA Career Referral Levels, or attorney positions.
- Submitted resume to the wrong civilian personnel region.

RESUME CHECKLIST

Before sending your resume, use the following checklist to ensure your application is complete.

DID YOU REMEMBER TO...

- ☐ follow the proper format in the job kit?
- ☐ include your name and social security number on resume, General Supplemental Data sheet, and self-nomination?
- ☐ provide accurate and current home/work phone numbers?
- ☐ indicate your typing and steno skill even if both are zero?
- ☐ provide your work history—
 - Beginning and ending dates (month/year for each position held)?
 - Average number of hours worked per week (do not list range, e.g. 30-40)?
- ☐ provide the General Supplemental Data sheet and answer all questions?
- ☐ **When required by a specific vacancy announcement**, include one complete set of documentation per self-nomination (e.g. transcripts, DD214, etc.)?
- ☐ submit only one self-nomination per email or page of surface mailed submission?
- ☐ check the vacancy announcement number on your self-nomination for correctness?
- ☐ include month and year college degrees are awarded?
- ☐ SUBMIT A SELF-NOMINATION?

Definitions for the General Supplemental Data:

Highest Grade Held:

Competitive Service Time in grade requirements

To be credited, service must have been on a permanent appointment, e.g., career or career-conditional or excepted-career or excepted-conditional, under the GS and other pay systems, including NAF.

In general, for advancement to the next higher grade in the competitive service:

- At **GS-12** and above, an employee must complete 52 weeks in a position no more than one grade lower (or equivalent) than the grade of the position to be filled.
- For **GS-6 through 11**, employees must have 52 weeks in a position(s):
 - (1) no more than two grades lower (or equivalent) for 2-grade interval positions, or
 - (2) no more than one grade lower (or equivalent) for 1-grade intervals positions

Up to the GS-5 level, there is no time restriction **if** the position to be filled is no more than two grades above the lowest grade held within the preceding 52 weeks.

Service while on detail is credited at the grade of the employee's position of record, not the grade of the position to which detailed.

Veterans' Preference:

By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference. As defined in 5 U.S.C. 2101(2), "Armed Forces" means the Army, Navy, Air Force, Marine Corps and Coast Guard. Active duty for training or inactive duty by National Guard or Reserve soldiers does not qualify as "active duty" for preference.

Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans.
(This does not apply to Reservists who will not begin drawing military retired pay until age 60.)

At the time of selection, the following documentation must be provided. Applicants claiming 5-point preference must submit the DD-214 verifying the period of service and award of expedition/campaign badge, if applicable. Applicants claiming 10-point preference must also complete Standard Form (SF) 15, *Application for 10-Point Veteran Preference*, and submit the requested documentation. Applicants claiming preference based on service connected disability must also provide a letter from the VA dated within the last year specifying a disability.

The table below provides information to allow you to determine what, if any, veterans' preference you are entitled to by law.

If you separated from active duty in the Armed Forces with an honorable or general discharge and served:	Then preference is:
1. during a *war", or	5 point
2. during period 4/28/1952 through 7/1/1955, or	
3. for more than 180 consecutive days, other than for training, any part of which occurred after 1/31/1955 and before 10/15/1976, or	
4. during the Gulf War from 8/2/1990 through 1/2/1992, or	
5. in a campaign or expedition for which a campaign medal has been authorized.	

Campaign medal holder or Gulf War veteran must have served continuously for at least 24 months or the full period for which called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

*war" means only those armed conflicts declared by Congress as war and includes World War II, which covers the period from December 7, 1941, to April 28, 1952.

If you separated from active duty in the Armed Forces with an honorable or general discharge and you:	Then preference is:
1. served at any time and have a compensable service-connected disability rating of less than 10 percent compensable	10 Pt. Disability
2. received a Purple Heart	10 Pt. Disability
3. served at any time and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs but do not meet the three preceding requirements	10 Pt. Disability
4. served at any time and have a compensable service-connected disability	10 Point

rating of at least 10 percent but less than 30 percent	compensable
5. served at any time and have a compensable service-connected disability rating of 30 percent or more.	10 Point/30 percent or more compensable disability

Certain spouses, unmarried widow/widowers of veterans, and mothers of deceased or disabled veterans are eligible for 10-Points preference. This type of preference is usually referred to as "derived preference" because it is based on service of a veteran who is not able to use the preference. Both a mother and a spouse (including widow or widower) may be entitled to preference on the basis of the same veteran's service if they both meet the requirements. However, neither may receive preference if the veteran is living and is qualified for Federal employment.

Note: Preference is not given to widows or mothers of deceased veterans except where, the deceased disabled veteran, if he/she served after 1955, served in a war, campaign, or expedition.

If you are:	Then preference is:
a spouse of a disabled veteran if the veteran is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability.	10 point other
An eligible widow or widower who was not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either: <ul style="list-style-type: none"> · served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; or · died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge. 	10 point other
The mother of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; and you <ul style="list-style-type: none"> · are or were married to the father of the veteran; and · live with your totally and permanently disabled husband (either the veteran's father or your husband through remarriage); or · are widowed, divorced, or separated from the veteran's father and have not remarried; or · remarried but are widowed, divorced, or legally separated from your husband when you claim preference. 	10 point other
The mother of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty performed at any time and is permanently and totally disabled from a service-connected injury or illness; and you: <ul style="list-style-type: none"> · are or were married to the father of the veteran; and · live with your totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or · are widowed, divorced, or separated from the veteran's father and have not remarried; or · remarried but are widowed, divorced, or legally separated from your husband when you claim preference. 	10 point other

Employment Categories:

CATEGORY	DESCRIPTION	DOCUMENTATION
In-service	A permanent Department of Army civilian serviced by the specific CPOC to which you are applying. Permanent NAF and CIPMS employees are covered below.	to be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit None, except for position unique requirements.
In-service, other Army	A permanent Department of Army civilian who is not serviced by the CPOC to which application is being made.	None, except for position unique requirements.
30 Percent Disabled Veteran	Prior military member with a disability rating of 30 percent or more. No time limit.	All DD-214(s) showing type of discharge, SF-15 and supporting documentation; i.e., VA letter dated within 1 year
Veteran readjustment appointment (VRA) Eligible	Served for a period of more than 180 days active duty, all or part of which occurred after August 4, 1964, and have other than a dishonorable discharge. Eligibility expires 10 years after the date of your last separation from active duty. If discharged or released from active duty because of service-connected disability, the 180 days are not applicable. Eligible veterans with a service-connected disability of 30% or more have no eligibility time limit. Reserve and Guard duty members do not need to serve more than 180 days if they were ordered to active duty under 672(a), 672(d), 672(g) or 673(b) of Title 10, and their duty was during a period of war or in a campaign or expedition for which a campaign badge is authorized.	All DD-214(s) (Member 4 Copy) - Documentation from the Military Personnel Office if within 120 days of retirement/separation. After discharge, submit DD-214 (Member 4 Copy) - SF-15 (if claiming a compensable disability or other 10-point veterans' preference) and supporting documentation; i.e., VA letter dated within 1 year
Veterans Employment Opportunities Act (VEOA) of 1998 (P.L.105-339)	The VEOA provides that agencies must allow eligible veterans to apply for positions that are announced under merit promotion procedures and open to candidates outside the agency. To be eligible for this type of appointment, you must be a preference eligible or veteran separated after substantially completing 3 or more years of continuous active service performed under honorable conditions. ("Active service: defined in title 37, United States Code active duty in the uniformed services and includes full-	All DD-214(s) (Member 4 Copy) - Documentation from the Military Personnel Office if within 120 days of retirement/separation. After discharge, submit DD-214 (Member 4 Copy) - SF-15 (if claiming a compensable disability or other 10-point veterans' preference) and supporting documentation; i.e., VA letter dated within 1 year

	time training duty, annual training duty, National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.)	
Executive Order 12721 Eligible	Worked as an appropriated fund Federal employee overseas while a family member of a civilian employee, NAF employee, or uniformed service member serving overseas. Must have accumulated 52 weeks of creditable service, received a fully successful or better performance rating, and returned to the U.S. from the overseas tour of duty and must meet time requirements.	SF-50s verifying you completed the required 52 weeks of creditable overseas service - Orders returning you to the United States - Current performance rating
Transfer Eligible	Current permanent, competitive service, non- Department of Army Federal employee	Copy of most current SF-50 showing status
Reinstatement Eligible	Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation, exceptions 5 CFR 315.201(b)(3).	SF-50/SF-50B showing the date of separation from your last career or career-conditional appointment - All DD-214(s) (Member 4 copy), if applicable
Interagency Career Transition Assistance Plan (ICTAP) Eligible	Current or former employees displaced from non-DOD agencies.	Candidates must submit proof of eligibility (as identified in 5 CFR 330.707 (a)(2) with their resume to receive this special selection priority. Contact your servicing agency for more information about the ICTAP program
Severely Disabled	Applicant has a severe physical or mental impairment certified by a state vocational rehab service that limits one or more major life activities.	Letter dated within the last year from a State Vocational Rehabilitation Service or from the Department of Veterans Affairs
CIPMS Interchange Agreement Eligible	Currently serving on a CIPMS appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a CIPMS position. May be appointed only to permanent positions based on this authority.	SF-50s verifying you have completed the required 1 year continuous service and showing the date of separation, if applicable
NAF Interchange Agreement Eligible	Currently serving on a NAFI or AAFES position without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have	NAFI/AAFES - DA Form 3434 or AAFES Form 1200-75 verifying you have completed the required 1 year continuous service and showing the date of separation, if applicable - Verification letter from Personnel

	been serving continuously for at least 1 year in a NAFI or AAFES position. May be appointed only to permanent positions based on this authority.	Office
Other Interchange Agreement	A person currently employed in another U.S. Federal Service position covered by an existing interchange agreement with the Office of Personnel Management, such as TVA.	SF-50 showing you have completed requirements for the interchange.
Outstanding Scholar	US citizen college graduate with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in the upper 10% of their class or major university subdivision.	Official Transcript
Non-Status	All applicants without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.	None, except for position unique requirements.

Medal holders:

Medal holders must have served continuously for at least 24 months or the full period for which called or ordered to active duty.
